

# **CRAVEN COUNTY, NORTH CAROLINA**

## **Employment Vacancy Posting**

**POSITION:** Processing Assistant III (#320-3)  
**LOCATION:** Craven County Department of Social Services  
**HIRING RANGE:** \$24,943 - \$26,140  
**JOB TYPE:** Full-time/Permanent/Non-Exempt  
**POSTING DATE:** November 4, 2015  
**DATE AVAILABLE:** Immediately  
**CLOSING DATE:** November 13, 2015

### **PRIMARY PURPOSE OF POSITION**

The primary purpose of this position is to provide clerical and technical support to Social Services and Senior Services.

### **ESSENTIAL JOB FUNCTIONS**

This position will include a variety of clerical duties at both locations, such as: setting up and tracking files and records, handling incoming and outgoing correspondence and mail, maintaining statistical data and compliance logs, data entry into various systems for reimbursement. Proficient skills in various computer programs required – Microsoft Office, Excel, Photoshop, Publisher and website management. Duties at the Senior Center will provide nutrition and nutritional education to eligible seniors through both congregate and home delivered meals, health promotion activities and education, services to individuals with Alzheimer's or dementia diagnosis as well as their caregivers. Public contact will include receiving and providing information and problem resolution via telephone contact and direct face to face interactions.

### **ADDITIONAL JOB FUNCTIONS**

All staff required to perform additional tasks with disaster management. Position may provide receptionist duties and other duties assigned by the Supervisor.

### **MINIMUM EDUCATION AND EXPERIENCE**

High school graduation and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience. Must possess a valid North Carolina driver's license. State Bureau of Investigation name or fingerprint check as required by licensure.

### **HOW TO APPLY**

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at [www.ncworks.gov](http://www.ncworks.gov) prior to submitting an application. Typing test required which may be completed at the Division of Employment Security. Resumes will not be accepted unless accompanied by a completed application and typing test. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

